



**KING COUNTY**  
**PROJECT/PROGRAM MANAGER II**  
**PUBLIC HEALTH – SEATTLE & KING COUNTY**  
**PREVENTION DIVISION/LABORATORY SECTION**  
**Hourly Rate Range: \$25.26 – \$32.02**  
**Job Announcement: 04TA4579**  
**OPEN: 10/11/04    CLOSE: 10/18/04**

**WHO MAY APPLY:** This career service position is open to all qualified applicants.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Employment Services, 999 3<sup>rd</sup> Avenue, Suite 600, Seattle, WA 98104.** Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Dr. Paul Swenson at (206) 731-8950 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

**WORK LOCATION:** Yesler Building, 400 Yesler Way, 3<sup>rd</sup> Floor or Harborview Medical Center, Seattle.

**WORK SCHEDULE:** This position is overtime eligible. It works a 20 hour workweek; Monday through Friday; some rotating evenings and weekends.

**PRIMARY JOB FUNCTIONS INCLUDE:** This position is responsible for oversight and quality improvement activities related to laboratory testing performed at Public Health Clinics and contracted laboratory services throughout the Department. Primary job functions include:

- Develop and monitor laboratory quality assurance and quality control programs for the Department's 13 clinics according to Clinical Laboratory Improvement Amendments (CLIA) requirements.
- Develop and write procedures for existing and new laboratory testing performed in these clinics.
- Develop systems and write protocols for training staff to perform laboratory testing.
- Ensure that all clinics are enrolled in required proficiency testing.
- Develop systems and write protocols for monitoring proficiency testing in the clinics.
- Ensure that corrective action is taken if proficiency test results are unsatisfactory.
- Ensure that all clinics are prepared for and pass onsite inspections by the State of Washington Department of Health.
- Ensure that corrective action is taken if deficiencies are identified during inspections.
- Assist clinics with ordering contracted laboratory services as needed.
- Coordinate the bid process for contracted laboratory services.

**QUALIFICATIONS:**

- Knowledge of other relevant agencies and systems.
- Knowledge of negotiation principles.
- Knowledge of project management principles.
- Knowledge of general government principles and procedures.
- Basic quantitative skills.
- Written and oral communications skills.
- Analytical and problem solving skills.
- Skills in gathering, manipulating and using data utilizing a computer and other tools.
- Skill in working effectively as a team member to coordinate accomplishment of specific tasks.

**DESIRED QUALIFICATIONS: These are critical desired qualifications for this position.**

- Knowledge of Clinical Laboratory Improvement Amendments (CLIA) requirements.
- Knowledge of laboratory quality assurance, quality control, proficiency testing, and training of testing personnel.
- Knowledge of written procedures for laboratory testing.
- Knowledge of ordering contracted laboratory services.
- Knowledge of renewal of contracted laboratory services.
- Bachelors in medical technology or chemical, physical, or biological science and 2 years laboratory training/experience in a clinical laboratory.

**NECESSARY SPECIAL REQUIREMENTS:**

- Demonstrated knowledge of relevant principles and bench-level practices of medical technology.
- Knowledge of procedures, principles, and protocols for testing clinical specimens.
- The selected candidate must pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law.

**UNION MEMBERSHIP:** Non-represented

**SEQUENCE NUMBER: 80-8243-2250**